



## Southern California Association of Governments

### Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • [www.scag.ca.gov](http://www.scag.ca.gov)

## RAIL AND TRANSIT SPECIALIST # 388

### Senior/Specialist Regional Planner – Limited Term

Specialist: \$74,288 - \$96,574; Senior: \$ 64,666 - \$84,066; annually

**Open Until Filled. First review of applications is Monday, October 5, 2009**

#### THE POSITION

This limited term position is an at-will position funded until June 30, 2011. This position can be filled at either level. Under direction of the Manager of Transportation Planning and Programming, this position functions as the lead staff for all Transit and Rail planning activities. The selected candidate will be required to perform a variety of professional level and high visibility work in direct support of the regional high speed rail project, including administrative and budgetary functions, liaison with stakeholders and project sponsors, direct coordination with elected officials, and direct supervision of technical consultants as well as staff. This position will be responsible for the overall transit and the rail planning work program for ultimate incorporation into the Regional Transportation Plan (RTP).

#### ESSENTIAL DUTIES

- Act as Transit and Rail project manager in implementing the annual work plan; preparing project summaries, project budget preparation and administration functions.
- Organize and administer assigned task force meetings.
- Coordinate and participate in grant preparation and administration.
- Conduct legislative research and policy analysis for transportation planning and related issues.
- Present information and recommendations to the Regional Council, committees, task forces, advisory committees, and Executive level personnel.
- Confer with elected officials, transportation stakeholders, the public, and other agencies.
- Perform technical and policy related research and write reports for other planning activities.
- Oversee and manage consultant work related to transit, rail and high speed rail related projects.

#### IDEAL CANDIDATE QUALITIES

- Excellent interpersonal skills
- Effective verbal and written communication skills
- Excellent presentation and public speaking skills
- Strategic and creative thinker
- Adaptable and flexible worker
- Experience in administering contracts using Federal funds, especially FTA and FRA grant funds

- Knowledge of high speed rail systems and technologies
- Knowledge of transit and public transportation planning principles
- Politically astute, with experience in dealing with elected officials
- Experience in managing high priority projects
- Experience in managing large scale consultant contracts
- Ability to interpret technical data and develop public policy

#### ESSENTIAL QUALIFICATIONS

**Education:** Bachelor's degree from an accredited college or university with major course work in Transportation Planning, Urban Planning, Public Policy, Public Administration, Civil Engineering or other related field. A Master's degree can substitute for one year of the required experience.

**Experience and Training: Senior level** – Four years of professional regional planning experience.

**Specialist level** – Five years of professional regional planning experience that includes rail and transit experience.

**Knowledge of:** Principles and practices in Transportation Demand Management; theories, principles and practices of urban planning and development as applied to the preparation of transportation regional plans; Transportation Development Act; methods and techniques of effective technical report preparation and presentation; recent developments, current literature and sources of information related to regional planning, urban growth and development, and program administration; pertinent Federal, State and local laws, codes and regulations; advanced statistical concepts, research and methodology; project management principles and concepts; modern office practices, methods and computer equipment; safe driving principles and practices.

**Ability to:** Participate in a variety of public meetings by making presentations and recommendations on various aspects of the planning program; analyze and compile technical and statistical information and prepare reports; respond to public requests and inquiries; communicate clearly and concisely, both orally and in writing; establish, maintain and foster positive and harmonious working

relationships, team spirit, and collaboration with those contacted in the course of work; analyze complex problems and identify logical solutions; interpret regional planning programs to the general public and to member agencies; independently investigate planning problems; perform professional planning work with a minimum of supervision.

#### **APPLICATION AND SELECTION PROCEDURE**

Applicants must submit a completed SCAG application and résumé to:

##### **Southern California Association of Governments**

Attn: Human Resources  
818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor  
Los Angeles, CA 90017  
(213) 236-1931  
[www.scag.ca.gov](http://www.scag.ca.gov)

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

The most qualified applicants will be invited in the selection process based on the application materials submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, and oral board interview.

#### **EMPLOYMENT INFORMATION**

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, pre-employment physical, alcohol and drug-screening, and financial history may be conducted for certain classifications.
- Employees in limited term assignments serve no probationary period and do not accrue seniority. This is an at will assignment and employees can be discharged at any time.

#### **EMPLOYEE PROGRAMS AND BENEFITS**

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans, two dental plans, and a vision plan. SCAG contributes \$800 towards insurance premiums with the cost difference paid out in cash. Employees must enroll in dental and vision insurance for self only. Life insurance, in the amount of \$50,000 is provided by employer. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available. SCAG does not participate in Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.

- **Vacation:** Ten to twenty days per year, depending on tenure.
- **Sick Leave:** Employees accrue sick leave at the rate of one day per month.
- **Health and Dependent Care Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care and parking/transit.
- **Rideshare/Transportation Incentive Program:** SCAG pays \$35 per month towards carpool expenses, and up to \$155 per month towards a monthly bus or Metrolink pass. In order to receive this benefit, employees must utilize one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

#### **THE ORGANIZATION**

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure and institutional issues. The SCAG region includes six counties, one hundred eighty-seven cities, 38,000 square miles and a population of 17 million. For more information on SCAG, please visit our website at [www.scag.ca.gov](http://www.scag.ca.gov).

#### **THE LOCATION**

The main SCAG offices are located in downtown Los Angeles. Los Angeles (L.A.) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the LA Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown L.A. is easily accessible by Metrolink train, underground Metro, and bus.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.